



ADMINISTRATIVE OFFICE OF THE U.S. COURTS

JOB OPPORTUNITY #: 03-OPPS-124

POSITION: PROBATION OR PRETRIAL SERVICES
ADMINISTRATOR , 101

SALARY RANGE: \$58,070 - \$108,836

Opening Date: 08/25/03

Closing Date (for receipt of applications):

Open Until Filled

OFFICE:

Office of Probation and Pretrial Services
PPS Operations Division

AREA OF CONSIDERATION:

All Sources - Nationwide

The incumbent of this position is subject to random drug screening and updated background investigations every five years.

Those who qualified under announcement number 03-OPPS-073 will be automatically re-considered.

1st Cutoff for applications will be 9/17/03

Location: Washington, DC

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1. Serving as an authority regarding probation and pretrial services policy and procedures to the Federal Probation and Pretrial Services System, Federal Judicial Center, United States Sentencing Commission, Department of Justice, Congress, and other agencies;
2. Providing management support and operational oversight for federal probation and pretrial services offices nationwide by developing, auditing, reviewing, and overseeing operational procedures, documents, and standards;
3. Providing technical assistance and conducting training programs;
4. Scheduling, planning, and conducting meetings and providing information in such areas as sentencing guidelines, home confinement, drug and alcohol treatment, mental health treatment, witness security, supervision of defendants and offenders, human resources, and budgetary matters for the purpose of coordinating respective agency operations;
5. Providing administrative oversight and assessing procedures in probation and pretrial services offices;
6. Assisting probation and pretrial services offices in the implementation of provisions of legislation affecting the Federal Probation and Pretrial Services System;
7. Providing staff support, advice, and assistance to the Judicial Conference Committee on Criminal Law; and
8. Representing the agency to high level officials on complex administrative issues (e.g., resource management, travel, etc.) related to probation and pretrial services.

QUALIFICATION REQUIREMENTS: Applicants must have demonstrated experience and education as listed below. This requirement is according to the AO Classification, Compensation, and Recruitment System which includes interpretive guidance and reference to the OPM Operating Manual for Qualification Standards for General Schedule Positions. **Basic Requirement.** Bachelor's degree with at least 24 semester hours in behavioral or social sciences; **OR** combination of education and experience that includes at least 24 semester hours of course work in the behavioral or social sciences, and that provides the applicant with

knowledge of the behavioral or social sciences equivalent to a bachelor's degree. **Specialized Requirement.** One year of specialized experience which is in or directly related to the line of work of the position to be filled. Specialized experience for this position is experience which demonstrates the ability to represent the agency to high level officials on complex administrative issues related to probation and pretrial services.

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SUPPLEMENTAL FACTORS: The following factors are expected to enhance performance significantly in this position. Applicants **must** submit a narrative statement addressing each factor listed below. Each factor should be addressed separately and include a description of the demonstrated experience that is directly related to the duties, responsibilities, and supplemental factors for this position. **Submission of a separate narrative statement for each factor is a MANDATORY requirement.**

1. Demonstrated knowledge of probation, parole, pretrial services, and other corrections work.
 2. Ability to serve as an organizational representative providing effective integration of internal and external program or policy issues as they relate to administrative operations.
 3. Demonstrated knowledge and abilities relative to the management of human resources and budget functions (e.g., selecting, developing, training, and managing a professional staff; assessing budgetary needs related to program requirements).
 4. Ability to communicate both orally and in writing.
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APPLICATION INFORMATION (as listed on the OF-612 and in brochure OF-510): To receive full consideration for this position, ensure your application addresses the information listed below; otherwise, you may be considered ineligible for this position.

- **Announcement Number:** The Job Opportunity Announcement number must be clearly indicated on the front page of your application.
- **Personal Information:** Full name, mailing address, day and evening area codes and phone numbers; Social Security number; country of citizenship; title, series, grade or pay level, and dates of highest federal civilian position held.
- **Veterans' Preference:** If claiming 5-point veterans' preference, you must attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility. If claiming 10-point veterans' preference, you must attach an SF-15, Application for 10-Point Veterans' Preference, plus the proof required by that form.
- **Your Education:** High school (name, city, and state), date of diploma or GED; colleges or universities (name, city, and state); your majors, type and year of any degrees received. DO NOT include a copy of your college transcript or a listing of your specific credit hours unless there are specified educational requirements or you are trying to qualify based on substituting education for experience (see Qualification Requirements).
- **Work Experience:** For job-related experience give your job title, duties, accomplishments, employer's name and address, supervisor's name and phone number (indicate if we may NOT contact your current supervisor), starting and ending dates (must include month and year), work hours per week, and annual salary.
- **Other Qualifications:** List any job-related training courses; skills (such as languages, computer software/hardware, typing speed, tools, machinery); current certificates and/or licenses; honors, awards, and special accomplishments (such as publications, memberships in professional or honor societies, leadership activities, public speaking, and performance awards).
- **Performance Appraisals:** You are encouraged to submit your most recent annual performance appraisal or letter of recommendation.
- **Additional Information:** Any other required information or forms listed on this announcement.

CONDITIONS OF EMPLOYMENT: Applicants are advised that false answers or omissions of information on any application materials or inability to meet the following conditions may be grounds for nonselection, withdrawal of an offer of employment, or dismissal after being employed.

- All information is subject to verification.
- Selection for this position is contingent upon completion of OF-306, Declaration for Federal Employment during the pre-employment process.
- Selection for this position is contingent upon proof of U.S. citizenship. Acceptable proof of citizenship includes (1) a U.S. passport **or** original or certified copy of a birth certificate issued by a state, county, or municipal authority **and**

(2) photo identification (e.g., driver's license).

- All new employees of the AO must identify a financial institution for direct deposit of pay before appointment.
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- If selected for a supervisory or managerial position, you may be required to serve a probationary period. Failure to complete successfully the probationary period can result in return to a position comparable to the one held immediately before this supervisory assignment, or if you were not a federal employee before this assignment, then you may be moved to a position one level below this supervisory position.
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